

Application for Participation

As the State Agency (SA) responsible for implementing the Child Nutrition/School Meal Programs in South Carolina, the Department of Education must develop and maintain current contracts with participating School Food Authorities (SFAs) including public school districts, residential child care institutions, and private/parochial schools. This section of the manual addresses this requirement and includes copies of all pertinent documents with instructions for your reference and reproduction needs.

Application for Participation

The annual application process solicits specific information on each individual participating school or site for reporting purposes. This site profile data provides the basis for distribution of federal reimbursement funds to SFAs for meals served to students. Formerly a paper document listing all participating schools/sites, this information is now input on the School Nutrition Automated Claims System (SNACS) at the beginning of each school year. The information includes meal count procedures, meal prices, and the intended meal planning system. Because this profile information must be entered and approved prior to filing an electronic claim, new programs must still complete a written document when applying for participation in the National School Lunch Program. This section provides copies of the Application for Participation with instructions and definitions.

The instructions for entering and updating the application/profile information and data on-line at the SNACS website are provided in Section 8 of this manual. Once entered, the profile is rolled-over annually for each currently approved school food authority; however, selected data must be re-entered to trigger an annual approval. Information varies according to the type of school food authority and whether a program is pricing or non-pricing. For approval purposes, pricing programs must enter meal prices for students and adults and non-pricing programs such as group homes will have to provide numbers of estimated participants by eligibility category. Meal count procedures and other requested program information must be updated by the SFA in each site when changes occur.

South Carolina School Food Service Program Reference Manual
Section 2A: Application for Participation

**SOUTH CAROLINA DEPARTMENT OF EDUCATION
APPLICATION FOR PARTICIPATION 2002-2003
NATIONAL SCHOOL LUNCH, SCHOOL BREAKFAST, AFTERSCHOOL SNACK, AND FOOD DISTRIBUTION PROGRAMS**

School Food Authority: _____ Page 1 of _____

Name of School/Site	Grades Served	Meal Count Procedure		Type of Mgmt	Type of Meal Service	SMI Initiative ***	NSLP Charges Children		SBP Charges Children		ASP Charges Children		Estimated Participants			Estimated Enrollment	No. Cafeteria Employees Paid by Food Service
		B	L S				Full Price	Red. Price	Full Price	Red. Price	Full Price	Red. Price	Pricing	Non Pricing	Full Paid		
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<p>*Meal Count Procedure (Breakfast, Lunch, Snack) CODE A Verbal Identifier B Coded ticket collected C Coded ticket tallied mechanically D Automated tab cards E Bar code scan F Personal Identifier electronic read G Other – State Office approved</p>	<p>**Type of Management CODE SO Self-operated MC Food Service Management Company</p>	<p>***Type Meal Service CODE OS On-site Kitchen BK Base Kitchen RB Receiving – Bulk RP Receiving - Preplated</p>	<p>****School Meal Initiative Option Implemented in each school. CODE Option 1 – Enhanced Food Based Option 2 – NuMenus Option 3 – Assisted NuMenus Option 4 – Traditional Food Based</p>
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<p>For School Districts Only Adult Meal Prices School Lunch Program: _____ School Breakfast Program: _____</p>	<p>For RCCIs and Private/Parochial Schools Only Employer Identif. # _____ Mailing Address for Reimbursement Check _____ _____</p>
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We certify that the above information is true and correct.

_____ (District Superintendent/SFA Official)	_____ (Date)
_____ (District School Food Service Director/Supervisor/Program Contact)	_____ (Date)

STATE OFFICE USE ONLY APPROVED: _____ Director, Office of School Food Services and Nutrition _____ Date
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Instructions for Completion of Application/Profile Information for SNACS 2003-2004

The information requested on the Application for Participation reflects the school food authority (SFA) and site information that will be required with the School Nutrition Automated Claim System (SNACS). To gather the necessary information on school cafeteria/sites for the school year, new program sponsors (SFAs) will complete the Application for Participation. Selected key items must be completed prior to official approval including meal prices for school districts and estimated participant numbers for Residential Child Care Institutions and for Private and Parochial Schools.

Meal Count Procedure*

Guidance on completing this item is provided in Attachment F (Section B) of the Pricing Policy Statement and Attachment A of the Non-Pricing Policy for 2003-2004. SFAs are requested to enter a code for each meal count procedure used for each program operated (Breakfast, Lunch, and/or Snack) for each school cafeteria/site.

The codes to be used represent the following procedures:

- **A** A verbal identifier such as a student number or name is called out to the cashier and the number or name is checked off on a sheet or roster.
- **B** A coded ticket is presented and collected for a categorical count.
- **C** Coded tickets or tokens are presented and tallied or mechanically recorded by the cashier and returned to the student (i.e., a cash register may be used).
- **D** Automated tab card is presented and mechanically cut as the count is simultaneously taken.
- **E** Bar codes from cards or rosters are scanned and a count is simultaneously taken.
- **F** A personal identifier such as a PIN (personal identification number) or thumb-

print is entered and read electronically and recorded.

- **G** Other methods that do not fit in any of the above descriptions but have been approved by the State Office.

Type of Management**

This refers to the type of program management whether contracted or self operated.

- **SO** School food authority self operated programs
- **MC** Contracted food service program operated by a food service management company (SFA must have state-approved contract.)

Type of Meal Service***

Specific to each site, this information describes the type of actual operation—whether an on-site kitchen (**OS**), a base kitchen (**BK**) preparing meals for additional sites, or kitchens that receive food from a base kitchen, either in bulk (**RB**) or pre-plated form (**RP**).

SMI Initiative****

The School Meal Initiative menu planning option used to plan and prepare reimbursable meals must be entered for each site. The choice of menu planning system to use is the decision of the SFA and may vary by individual school or be the same for all cafeteria sites. The options include:

1 Enhanced Food Based

Schools plan meals that meet four food group components served as five food items. The requirements are the same as Traditional Food Based menus except that additional servings of grains/breads and fruits/vegetables must be incorporated over the period of a week.

2 NuMenus

Menus are based on nutrient needs and standards for the specific age/grade groups served and must be computer-analyzed to meet these requirements prior to service to students.

3 Assisted NuMenus

Assisted Nutrient Standard Menus are the same as NuMenus except the menus are developed and analyzed for use by expertise from outside of the SFA.

4 Traditional Food Based

Menus are planned to meet four specific food group components that include five food items served in specified serving sizes depending on the age or grade of the students served.

If any of the schools/sites entered on the Application for Participation have more than one menu planning option, enter both codes in the column space provided.

Meal Charges to Children/Adult Meal Prices

All pricing programs must have this information completed for all participating school/cafeteria sites. **All school districts and private/parochial schools must enter this information prior to program approval.** Please note that school districts must also enter Adult Meal Prices. Adult meal charges and/or prices will be carefully monitored to ensure minimums and maximums established adhere to State and Federal guidelines.

Estimated Enrollment and Participants

This information is critical to the approval of Residential Child Care Institutions and Private/Parochial School to participate in the school nutrition programs. For both pricing and non-pricing programs, the estimated number of participants for each eligibility category is needed to trigger the approval process.

Employer or Taxpayer Identification Number and Mailing Address for Check

Because the new SNACS profile information requires the entry of the employer or taxpayer identification number, we are including this item for RCCIs and Private/Parochial schools to complete in addition to the mailing address for the reimbursement check.